



Laptop Procedures

Laptops must be requested at least 48 hours in advance.

Laptops can only be signed out for a minimum of 1 day and maximum of 3 days.

Laptops should not be left unattended at any time during the day.

Laptops will be delivered between 7:35 and 7:50.

Laptops must be returned to Main Office by @ 2:15

Laptops CANNOT be left in the classroom OVERNIGHT!

Laptops Requested

Minimum: 6 laptops

Maximum: 30 laptops

- Carts will be delivered to the teacher's classroom in the morning between 7:35 and 7:50. **(The classroom teacher must be in their room during this block of time to accept and sign for the carts.)**
- A **student laptop assistant** will be assigned to assist the classroom teacher with the laptop cart. A different student will report to your classroom at the beginning of each period.
- The teacher must allow sufficient time for distribution and collection of laptops at the beginning and end of each class period.
- The teacher or laptop assistant must make sure to circulate the student sign-out form and check that each student has signed for the laptop that they are using.
- The laptops must be reconnected to the cart between classes so that they can be recharged. **(The laptop batteries will run out if they are not recharged.)**
- A student laptop assistant will be available to assist the classroom teacher with delivering printer jobs and providing basic technical support.
- The laptop assistant or the classroom teacher must fill out a Technology Problem Form for each Laptop that experiences a problem and return it with the cart. (This will help to maintain the carts so that all the laptops are working properly when they are delivered.)

Please make students aware of the following:

- Students must use their own MPS username and password to utilize the laptops.
- Students without their own MPS username and password CANNOT use the laptops.
- Students must remain in their seats while the teacher is distributing and collecting the laptops.
- Students must remain in the classroom until all laptops have been placed back into their cart slot!!!

Return Policy:

Laptop Carts must returned to the **MAIN OFFICE** by the end of the **Block F**.

The laptop assistant will be responsible to return the cart and if there is a 2nd cart in the room, the teacher must select another student to return this cart with the assistant.